Center for Educational Performance and Information (CEPI)

Nonpublic School Personnel Report

Data Field Descriptions

Fall 2013 Submission

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Information Regarding the Fall 2013 Nonpublic School Personnel Report Data Field Descriptions
(For your convenience, a list of the page numbers in the Fall 2013 Data Field Descriptions that contain edits, marked by ~~strikethrough~~ [no longer in effect] or <u>underlined Arial font</u> [new requirement], appear below.)

Field Number	Page Number	Edits/Changes
1	4	The Date of Count for the Fall 2013 Submission is December 2, 2013.

Field 1: Date of Count

Submission date:	December 2, 2013
Field use:	Michigan Compiled Law (MCL) 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
State of Michigan office contact:	CEPI customer support, 517-335-0505, option 3 CEPI@michigan.gov
Code/format:	Month, day and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, December 2, 2013 = 12/02/2013. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:

Definition: The official Nonpublic School Personnel Report submission date is December 2, 2013. The submission format is 12/02/2013. **This date will automatically appear on the submission screen.**

Field 2: School/Facility Number (Building)

Submission date: December 2, 2013

Field use: MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

State of Michigan office contact: Tami Feldpausch at 517-373-1833 or via email at Nonpublicschools@michigan.gov.

Building Code/format: This is a five-position field (NNNNN).

Dependencies with other fields:

Definition: These codes are the state-assigned school/facility (building) numbers as listed in the Educational Entity Master (EEM) at www.michigan.gov/eem.

The EEM number contains five digits. Prior to the Michigan Education Information System (MEIS), the leading zero was not used, so the school number may appear to have less than five digits. The authorized user must add a leading zero in front of the EEM numbers (e.g., 01234) for the school/facility (building).

To validate or request an EEM number, please contact Tami Feldpausch at 517-373-1833 or via email at Nonpublicschools@michigan.gov.

Programming edits: The school/facility (building) number will automatically appear on the submission screen.

Field 3: Last Name

Submission date:	December 2, 2013
Field use:	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
State of Michigan office contact:	CEPI customer support, 517-335-0505, option 3 CEPI@michigan.gov
Code/format:	This is a 40-position field.
Dependencies with other fields:	Field 4: First Name

Definition: This is the last name of the school employee or individual who regularly or continuously works under contract. All full-time and part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

Programming edits: If this field is left blank, a fatal error is reported.

Field 4: First Name

Submission date: December 2, 2013

Field use: MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

State of Michigan office contact: CEPI customer support, 517-335-0505, CEPI@michigan.gov

Code/format: This is a 40-position field

Dependencies with other fields: Field 3: Last Name

Definition: This is the first name of the school employee or individual who regularly or continuously works under contract. All full-time and part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

Programming edits: If this field is left blank, a fatal error is reported.

Field 5: Middle Name

Submission date:	December 2, 2013
Field use:	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
State of Michigan office contact:	CEPI customer support, 517-335-0505, option 3 CEPI@michigan.gov
Code/format:	This is a 40-position field
Dependencies with other fields:	Field 3: Last Name Field 4: First Name

Definition: This is the middle name of the school employee or individual who regularly or continuously works under contract. All full-time and part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

Programming edits: Blanks are accepted.

Field 6: Social Security Number

Submission date: December 2, 2013

Field use: MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

State of Michigan office contact: CEPI customer support, 517-335-0505, option 3
CEPI@michigan.gov

Code/format: This is a nine-position field (NNNNNNNNN).

Dependencies with other fields:

Definition: This field provides the official identification of each employee or individual who regularly or continuously works under contract. The Social Security number must be reported without hyphens or spaces (e.g., 333-22-4444 is entered as 333224444). This field must contain a nine-digit number

Programming edits: If this field is blank, a fatal error is reported.

Field 7: Date of Birth

Submission date: December 2, 2013

Field use: MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

State of Michigan office contact: CEPI customer support, 517-335-0505, option 3
CEPI@michigan.gov

Code/format: This is a 10-position field (MM/DD/CCYY).
All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:

Definition: This is the date of birth of the school employee or individual who regularly or continuously works under contract.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 95 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported.

Field 8: Gender Code

Submission date: December 2, 2013

Field use: MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL
           380.1539b

State of Michigan office contact: CEPI customer support, 517-335-0505, option 3
           CEPI@michigan.gov

Code/format: This is a one-position field (A). This field is not case
           sensitive.

           M Male
            F Female

Dependencies with other fields:

Definition: This is the gender of the school employee or individual who regularly or continuously works under contract.

Programming edits: If the code is invalid or blank, a fatal error is reported.

Field 9: Racial/Ethnic Code
Optional Field

Submission date:	December 2, 2013
Field use:	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
State of Michigan office contact:	CEPI customer support, 517-335-0505, option 3 CEPI@michigan.gov
Code/format:	This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2," etc.

For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be reported as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

Dependencies with other fields:

Definition: First identify a racial group and then the ethnicity of the school employee or individual who regularly or continuously works under contract. If the person is self-selecting, a multiple of the following codes with primary and/or secondary choices must be reported.

100000	*American Indian or Alaska Native*. A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
010000	*Asian*. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
001000	*Black or African American*. A person having origins in any of the black racial groups of Africa.
000100	*Native Hawaiian or Other Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
000010	*White*. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
000001	*Hispanic or Latino*. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

For a further explanation of race/ethnicity codes, go to: http://mi.gov/cepi/0,1607,7-113-10261-225282--,00.htm.

Programming edits: This field is optional. If data are reported, the following edits will be applied to the data submitted**.** If the code is invalid, a fatal error is reported. At least one of the six digits must be a "1," or a fatal error is reported. Repetition of a "1" in all positions will result in a fatal error.

Field 10: Date of Termination/Separation of Employment

Submission date:	December 2, 2013
Field use:	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
State of Michigan office contact:	CEPI customer support, 517-335-0505, option 3 CEPI@michigan.gov
Code/format:	This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 2013 = 05/08/2013. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:

Definition: This is the date of termination of the school employee or individual who regularly or continuously worked under contract.

Programming edits: If the date submitted is not a valid date, a fatal error is reported. The termination date must be on or prior to the submission date. **This field must be left blank for all actively employed staff members.**

Field 11: Personnel Identification Code (PIC)

Submission date: December 2, 2013

Field Use: MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

State of Michigan office contact: CEPI customer support, 517-335-0505, option 3
CEPI@michigan.gov

Code/format: State-Issued Personnel Identification Code (PIC)

Dependencies with other fields: Field 3: Last Name
Field 4: First Name
Field 6: Social Security Number
Field 7: Date of Birth
Field 8: Gender

Definition: This field contains a system-generated PIC that is the unique identifier assigned to each employee. This field will be populated when the record is entered and saved by the authorized user. The school's authorized user will not enter the PIC number on the submission screen.

Information Regarding the Fall 2013 Submission

Managing your Michigan Education Information System (MEIS) Account

Submission of the Nonpublic School Personnel Report requires each nonpublic school to have an authorized user for the Nonpublic School Personnel Report Application.

To become an authorized user, an individual must already have or create an MEIS account. Information about creating an MEIS account is available at the MEIS User Management site: https://cepi.state.mi.us/meis/login.aspx/.

A password may be changed at any time by logging in to the MEIS User Management site.

Security Agreement (For new authorized users)

After the MEIS account is created, a completed security agreement must be faxed to CEPI customer support at the number found on the bottom of the form.

The Nonpublic School Personnel Report Security Agreement is located on the CEPI website at www.michigan.gov/cepi. Click on the Nonpublic School Personnel Report link under the right navigation bar titled "Quick Links." The form can be found under the heading "Submit Nonpublic School Personnel Data to CEPI."

CEPI customer support will process the security agreement to provide access to the Nonpublic School Personnel Report. Access requests are processed as soon as possible upon receipt, usually within two to three business days. Notification will be given via email when access has been approved. Each school may have more than one authorized user. Each individual must have his/her own MEIS account and submit a separate security agreement for each school/facility (building).

Email Address and Phone Number   **Keep Them Up-to-Date**

CEPI sends email messages to all application users. Therefore, MEIS users need to keep their email addresses current. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well. To update email and phone information in MEIS, please do the following:

Update MEIS account at: https://cepi.state.mi.us/meis/login.aspx/
      a. Log in as an MEIS User.
      b. Click on "View/Update User Profile."
      c. Click "Edit," make changes, and then click on "Update."
      d. Click on "Return to MEIS Main Menu."
      e. Log out of MEIS.

Need Help?

Questions about data submission:
Please contact CEPI customer support at 517-335-0505, select option 3, or by email at CEPI@michigan.gov. Please provide your name, school/facility (building) code and school name, the CEPI application name, your telephone number (including area code and extension), your email address, and your specific questions.

Questions about your MEIS account or password:

Use the "I forgot my Login Name" and "I forgot my Password" links at the MEIS User Management site at https://cepi.state.mi.us/meis/login.aspx/. If assistance is needed, contact CEPI customer support at 517-335-0505, option 3. Please be prepared to provide your name, school/facility (building) code and school/facility name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.
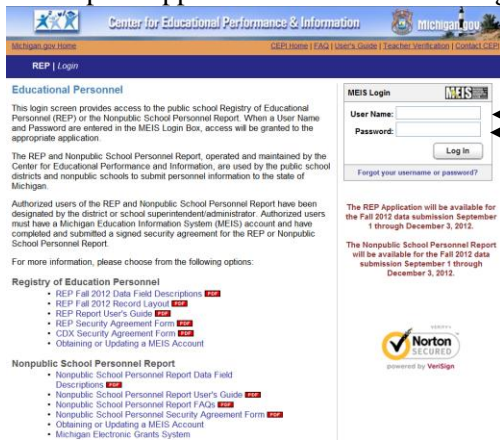
Nonpublic School Personnel Report User's Guide

See the Nonpublic School Personnel Report User's Guide for complete details about your data submission. Go to the CEPI website at www.michigan.gov/cepi. Under Quick Links on the right navigation bar, click on "Nonpublic School Personnel Report." Next, click on "Nonpublic School Personnel Report User's Guide" under the heading "Help and Resources."

Access the Nonpublic School Personnel Report Application

The NPSPR may be accessed through two websites:

1) Go to the CEPI website at www.michigan.gov/cepi. Under Quick Links on the right navigation bar, click on "Nonpublic School Personnel Report." Click on "Access the Nonpublic School Personnel Report Application" under the heading "Submit Nonpublic School Personnel Report Data to CEPI."

Type your MEIS User Name and Password

2) The NPSPR Application is also available via the Michigan Department of Education's Nonpublic School Home Page under the heading Nonpublic School Personnel Report at: http://www.michigan.gov/npshs.

Click on the "Nonpublic School Personnel Report CEPI Web Page" link and follow the steps in No. 1 above.